

## JOB DESCRIPTION

<b>Job Title:</b>	Key Stage 2 Class Teacher
<b>Location:</b>	Cliff Lane Primary School, Cliff Lane, Ipswich, Suffolk, IP3 0PJ
<b>Reporting to:</b>	Principal
<b>Salary:</b>	Main Scale
<b>Contract:</b>	Fixed Term, Full-time
<b>Prepared date:</b>	March 2018

### Job Summary

- To ensure high quality education for all pupils in a designated year group.
- To ensure consistency in teaching and learning and progression for all pupils and staff within the designated year group.

### Main Duties and Key Responsibilities

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
- To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

### Principal Accountabilities

- To plan work for the class in accordance with national Trust and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
- To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
- To make appropriate educational provision for children with SEN and those learning EAL, with support from the Head of Inclusion.
- Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.



# Cliff Lane Primary School

- To provide children with opportunities to manage their own learning and become independent learners.
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To maintain a high standard of display both in the classroom and in other areas of the school.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
- To liaise with support staff, both school based, from the Trust and from other external bodies as required.
- To take responsibility for the management of other adults in the classroom.
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
- To promote the teaching of the agreed subject throughout the school.
- In conjunction with the Principal or other senior staff, to be responsible for the implementation and management of the school's policy for the agreed subject area.
- To review the policy and adapt it as appropriate.
- To take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Principal.
- To perform other duties as assigned.
- To maintain high standards of professional conduct and personal appearance and to work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the school and Trust.



## Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Bright Tribe Trust reserves the right to revise this job description at any time.

*We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to a DBS check.*

**Bright Tribe Trust is an Equal Opportunities Employer**

I have received a copy of this job description and acknowledge that it forms part of the terms and conditions of my contract of employment with Bright Tribe Trust.

**Signed:**

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**Name (please print):**

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**Date:**

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